



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 10/08/2014	Employee Requisition Number ER-15022	JOB OPPORTUNITY	
Title/Position: OFFICE MANAGER			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: SECRETARY OF COMMUNITY SERVICES	Location: Okmulgee	Location Code: 90	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Office Manager will engage in a variety of clerical and administrative activities in order to ensure effective management and support of the Department of Community & Human Services.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Greet clients. 2. Answers telephone and routes calls 3. Ensures clients have all needed documents 4. Helps plan and oversee special projects 5. Handles all Purchase Requisitions and Purchase Orders 6. Analyzes and organizes office operations and procedures, such as information management, filing systems, requisition of office supplies, and other clerical services, to maximize office productivity and efficiency. 7. Assists in the preparation, maintenance and oversight of tribal and federal budgets that fund program staff, activities and services. 8. Prepares program activity, budgetary and other reports, as needed. 9. Reviews clerical and personnel records to ensure completeness, accuracy, and timely submission. 10. Assists program staff in the coordination of daily and special activities, projects and events. 11. Expected to support and promote the program mission and services through all interactions with the public. 12. Able to work after hours, as needed. 13. Position includes other duties, as assigned.
Minimum Requirements:	Associate's degree (A.A.) or equivalent from two year college or technical school; or five years related experience and or training; or equivalent combination of education and experience.
Preferred Requirements:	Associates Degree in Office Administration, Business or Computer Science and three (3) years of experience in administrative support and/or office management. Special Considerations: Indian Preference
Valid Oklahoma Driver's License	Yes



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required?	
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:



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Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.